



CITY OF GLADSTONE FARMERS MARKET

2024 Vendor Policies

Vendor Policies

Product Criteria:

- Entry to market will be limited to vendors who grow/harvest food, produce and handcraft items in Delta, Marquette, Dickinson, Menominee, Alger, Schoolcraft, and Iron Counties of Michigan. All decisions made by the Farmers Market Coordinator are final. Decisions may be appealed through the City of Gladstone's DDA Coordinator.
- All agricultural products sold must be germinated, grown, raised, or gathered by the vendor. **NO RESALE OF PRODUCTS WILL BE PERMITTED.**
- If you are selling any type of processed foods, you must be able to abide by all Cottage Food Industry laws for the State of Michigan or attach a copy of your commercial food-processing licenses as applicable to your application.
 - Food improperly labeled or which are not allowed must be immediately removed from the vendor's booth.
 - Failure to comply will lead to dismissal from the City of Gladstone Farmers Market and loss of vendor fees.
- All farmers/growers must provide the following information to consumers:
 - Name of the farm(s) that produced the product
 - The location of the farm
 - All signage required by the Michigan Department of Agriculture and alternative payment programs (ex. Food as Medicine)
 - Clearly marked prices
 - Sellers of perennial plants are required to provide a copy of their current license to the Farmers Market Coordinator obtained from the State of Michigan Department of Agriculture at least one week prior to their first market of the season

Setup:

- Vendors may begin their setup at 1:30 PM and not before that time
- No early sales will be allowed or tolerated
- Seasonal spaces will be designated on a first come first serve basis beginning with the first market the vendor attends of the season. Vendor booth assignments will be emailed out by the Farmers Market Coordinator or DDA Coordinator the morning of each market.

Schedule:

- Vendors will select the weeks that you expect to participate in the Farmers Market on your application. Any changes to this schedule should be communicated with the Farmers Market Coordinator by 5:00 PM the evening before each market. It is understood that unusual circumstances do come up and we appreciate advance notice of cancellation to assist us in planning for the market logistics.
- Two unexcused absences will result in a loss of space and forfeit of fees paid.

Procedures

- Application:
 - All prospective vendors must submit a City of Gladstone Farmers Market application and agreement.
 - The market does not accommodate same day vendors, so your application must be submitted at least one week before the first market you plan to attend. Your application must also be approved prior to your first market attendance.
 - Your vendor fees shall be paid no later than your first market attendance.
- Product Declarations: Vendors must submit a list of products they intend to sell on the vendor application. If the vendor wishes to add to the list, they must submit the addition to the Farmers Market Coordinator in writing to be added to their file.
 - *The City of Gladstone Farmers Market does not offer exclusive rights to any one vendor to sell any one product. Market customers generally benefit from having a choice. However, in the event that there are vendors on the waiting list and the same or similar products are excessive, duplicate products may be denied entry at the discretion of the Farmers Market Coordinator.*
- Conduct & Courtesy:
 - While at the market, vendors are expected to behave courteously to costumers, fellow vendors, market staff and volunteers. Vendors should always conduct themselves in a professional manner. All vendors must keep their space clean and attractive.
 - Appropriate dress is required, with clothing in good condition and clean.
- Dogs: Dogs are not permitted at the market
- Early Departures: Vendors leaving the market before closing time is disruptive and discouraging to other vendors and customers. The Gladstone Farmers Market conducts as a business and vendors are expected to operate during posted opening and closing times.
- Parking:
 - Vendors may park at or near the market site to load and unload. Vehicles should be moved during market hours to allow for customer parking. No vehicles larger than a car/pickup truck without a trailer are allowed to park in the City Public Parking lot next to 911 Delta Ave.
 - No vehicle may obstruct the public parking lot, street, or alley at any time.
 - Wagons are available to load and unload market items.
 - Parking is available within the Bay Bank Parking Lot for vehicles no larger than a car/pickup truck without a trailer.
- Setup & Cleanup: Vendors are responsible for set up and clean-up of their marketing space. All stands, tables, and products shall be transported to the market each market day and everything

shall be removed after market close. Materials or produce may not be left overnight without exception.

- As part of your vendor fee, the Gladstone Farmers Market will provide one canopy (weather permitting), one table, and two chairs for each booth. These items will be set-up prior to 1:30 PM unless there are unforeseen circumstances with our concierge staff.
- Smoking: No smoking is permitted within the perimeter of the market by vendors or customers. This policy is strictly enforced.
- Farmers Market Coordinator:
 - The Market Coordinator may deny or restrict any vendor or vendor representative's access to the market for failure to follow state or local laws, food assistance program requirements, or vendor policies for the Gladstone Farmers Market.
 - Vendors who violate any of the above will be given a verbal warning on the first offense, a written warning on the second offense, and their vendor placement will be revoked on the third offense. Depending on the severity of the violation, vendor placement may be revoked at the Farmers Market Coordinator's discretion without previous warning.
 - Problems, concerns or complaints shall be directed immediately to the Farmers Market Coordinator. Any grievance that cannot be resolved may be submitted in writing to the City of Gladstone DDA Coordinator for consideration.
 - The Farmers Market Coordinator reserves the right to inspect the growing operations of any vendors to ensure compliance of the market policies.
- The Gladstone Farmers Market will follow all State, Federal and local guidelines regarding Covid-19. Social distancing, masking and all other regulations in force at the time will be enforced at the market.